

Office of the Secretary of Defense

§ 391.5

SOURCE: 53 FR 22649, June 17, 1988, unless otherwise noted.

§ 391.1 Purpose.

Pursuant to the authority vested in the Secretary of Defense under 10 U.S.C., this part establishes the position of Director of Administration and Management (DA&M), reporting to the Deputy Secretary of Defense, with the responsibilities, functions, relationships, and authorities prescribed herein.

§ 391.2 Definition.

DoD Components. The Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

§ 391.3 Responsibilities and functions.

The *Director of Administration and Management* shall serve as the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense on DoD-wide organizational and administrative management matters. In this capacity the DA&M shall:

(a) Advise and assist the Secretary and Deputy Secretary of Defense on administration and organization within the Department of Defense.

(b) Provide policy guidance to DoD Components and coordinate on administrative and organizational matters.

(c) Review, evaluate, and develop recommendations to improve the organization, functions, and management of DoD activities and programs.

(d) Develop and maintain organizational charters for the OSD, the Defense Agencies, the DoD Field Activities, and other DoD activities, as required.

(e) Provide policy guidance, coordinate, and oversee administration of assigned programs, including the DoD Committee Management Program, the DoD Management Headquarters Program, and the DoD Privacy Program.

(f) Administer the Historical Program of the OSD and coordinate DoD Historical Program activities.

(g) Analyze and control manpower requirements for the OSD, the OJCS, and other assigned activities.

(h) Administer the Internal Management Control Program for the OSD and other assigned activities.

(i) Participate in planning, programming, and budgeting activities related to DA&M responsibilities.

(j) Promote coordination, cooperation, and mutual understanding on matters under DA&M cognizance within the DoD and between the DoD, other Government Agencies, and the public.

(k) Serve on boards, committees, and other groups concerned with matters pertaining to the functions and responsibilities assigned to the DA&M and represent the Secretary and Deputy Secretary of Defense on such matters outside the DoD.

(l) Perform such other duties as the Secretary or Deputy Secretary of Defense may prescribe.

§ 391.4 Relationships.

(a) In the performance of the above functions, the DA&M shall:

(1) Coordinate and exchange information with officials of other DoD Components having collateral or related functions.

(2) Use existing facilities and services of the DoD, whenever practicable, to achieve maximum efficiency and economy.

(b) Serve as the Director, Washington Headquarters Services in accordance with 32 CFR part 356.

(c) Other OSD officials and the heads of DoD Components shall coordinate with the DA&M on all matters related to the functions cited in § 391.3.

§ 391.5 Authorities.

The DA&M is hereby delegated authority to:

(a) Issue DoD Instructions and one-time directive-type memoranda, consistent with DoD 5025.1-M that implement policies approved by the Secretary or Deputy Secretary of Defense in the functions assigned to the DA&M. Instructions to the Military Departments shall be issued through the Secretaries of those Departments, or their designees. Instructions to Unified and Specified Commands shall be issued

through the Chairman, Joint Chiefs of Staff (CJCS).

(b) Obtain reports, information, advice, and assistance, consistent with DoD Directive 7750.5, in carrying out assigned functions, as necessary.

(c) Communicate directly with the heads of the DoD Components. Communications to the Commanders of Unified and Specified Commands shall be coordinated with the CJCS.

(d) Establish arrangements for DoD participation in non-defense governmental programs for which the DA&M is assigned primary staff cognizance.

(e) Communicate with other Government Agencies, representatives of the legislative branch, and members of the public, as appropriate, in carrying out assigned functions.

(f) Act for the Secretary of Defense before the Joint Committee on Printing, the Public Printer, and the Director of the Office of Management and Budget on all matters relating to printing, binding, and publications requirements, consistent with 44 U.S.C. chapter 11.

§ 391.6 Effective date.

This part is effective May 24, 1988.

PART 392—DIRECTOR OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

Sec.

392.1 Purpose.

392.2 Definition.

392.3 Responsibilities.

392.4 Functions.

392.5 Relationships.

392.6 Authorities.

AUTHORITY: 10 U.S.C. 133

SOURCE: 54 FR 13381, Apr. 3, 1989, unless otherwise noted.

§ 392.1 Purpose.

This part:

(a) Implements 15 U.S.C. 644(k) that establishes the position of Director of Small and Disadvantaged Business Utilization (Director, SADBUs) under the direction, authority, and control of the Under Secretary of Defense (Acquisition) (USD(A)).

(b) Assigns responsibilities, functions, relationships, and authorities, as prescribed herein, to the Director,

SADBUs, pursuant to the authority vested in the Secretary of Defense under section 10 U.S.C. 113.

§ 392.2 Definition.

DoD Components. The Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS), the Joint Staff, the Unified and Specified Commands, the Defense Agencies, and the DoD Field Activities.

§ 392.3 Responsibilities.

The *Director of Small and Disadvantaged Business Utilization* shall serve as the principal staff assistant and advisor to the USD(A) for ensuring that a fair share of goods and services procured by the Department of Defense is acquired from small, small disadvantaged, and women-owned small businesses. In this capacity, the Director, SADBUs, shall:

(a) Implement and execute the functions and duties assigned by 15 U.S.C. 636 and 644, as they relate to the Department of Defense.

(b) Conduct analyses, develop policies, provide advice, make recommendations, and issue guidance on DoD plans, programs, and requirements.

(c) Develop plans, programs, procedures, goals, and objectives, and initiate actions and taskings to ensure adherence to DoD policies.

(d) Develop systems and standards for the administration of approved policies, plans, and programs.

(e) Conduct reviews (including compliance reviews of DoD Components and major prime contractors) and evaluate programs to ensure adherence to approved policies and standards.

(f) Participate in the Planning, Programming, and Budgeting System (PPBS) and the Defense Acquisition System, and in development of the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS).

(g) Keep appropriate organizations and officials informed of significant trends or initiatives.

(h) Promote coordination, cooperation, and mutual understanding within